

~~Administrative - Internal Use Only~~

7 MAY 1975

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MEMORANDUM FOR: [REDACTED] DCI/RMO  
7 E 12 Hqs

SUBJECT : Priority Service Requests for Records from the  
Agency Records Center

1. Priority service requests for inactive records, vital records, and copies of supplemental distribution from the Agency Records Center may be called in by telephone to the Records Center by authorized personnel of Agency components.

a. DURING NORMAL WORKING HOURS

[REDACTED]

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b. BEFORE/AFTER NORMAL WORKING HOURS, HOLIDAYS AND WEEKENDS

Telephone number [REDACTED] is to be used for calls. Do not ask for extension [REDACTED] but inform the person answering the phone you would like service from the Records Center.

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2. It is suggested that you review correspondence submitted to the Records Center that authorizes individuals within your office to telephone priority service requests to the Records Center and to update the list of names, if necessary. Priority service requests must be submitted by only those individuals who are authorized to telephone the Records Center.

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Chief, Information Systems Analysis Staff

EXECUTIVE REGISTRY FILE

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